



MASSACHUSETTS CERTIFIED PUBLIC PURCHASING OFFICIAL PROGRAM REGISTRATION

Office of the Inspector General

Phone: (617) 727-9140 Fax: (617) 723-2334

REGISTRATION INFORMATION:

All seminars will be confirmed based on a minimum of 20 participants.

GOVERNMENT/NON-PROFIT COURSE PRICE:

Government employees shall include all employees of the commonwealth, employees of the commonwealth's political subdivisions, employees of other state governments, employees of the federal government and employees of any other municipality, county, or local district. Non-Profit employees include any employee of a 501 (c)(3) corporation. Proof of non-profit status must be provided with registration.

RESERVE SEATING:

To reserve seating, fax registration and purchase order to (617-723-2334).

MAIL ORIGINAL TO:

Commonwealth of Massachusetts
Office of the Inspector General
One Ashburton Place, Rm. 1311
Boston, MA 02108

ATTN: MCPPO Program

MAKE CHECK PAYABLE TO: OIG

SUBSTITUTIONS/ CANCELLATIONS:

Each seminar is limited and filled on a space available basis. No refunds for cancellations. Registration transfer to someone in your organization is possible with prior notice. The OIG reserves the right to cancel/reschedule any seminar and is not responsible for any costs incurred by registrants. Terms and conditions may change without notice. Alternate course dates may be substituted in the event of an emergency, upon notification.

**NO-SHOWS
WILL BE INVOICED A
\$75.00 SERVICE
CHARGE.**

FOR MORE INFORMATION:

Contact Joyce McEntee Emmett, Director of the MCPPO Program at (617) 727-9140 x28835 or go to our website at www.mass.gov/ig

PUBLIC CONTRACTING OVERVIEW

3-day seminar

Tuition: \$400 for government/non-profit employees

☐ SEPTEMBER 29, 30, & OCTOBER 1—2004 BOSTON

\$600 for all others

☐ DECEMBER 1, 2, 3—2004 BOSTON

SUPPLIES & SERVICES CONTRACTING

3-day seminar

Tuition: \$400 for government/non-profit employees

Prerequisite: Public Contracting Overview

\$600 for all others

☐ AUGUST 11, 12, 13—2004 BOSTON

☐ OCTOBER 27, 28, 29—2004 BOSTON

DESIGN & CONSTRUCTION CONTRACTING

3-day seminar

Tuition: \$600 for government/non-profit employees

Prerequisite: Public Contracting Overview

\$800 for all others

☐ NOVEMBER 17, 18, 19—2004 BOSTON

☐ Future Dates to be announced for Winter/Spring 2005

ADVANCED TOPICS UPDATE

2-day seminar

Tuition: \$300 for government/non-profit employees

☐ NOVEMBER 8, 9—2004 BOSTON

\$500 for all others

☐ Future Dates to be announced for Winter/Spring 2005

SPOTLIGHT ON SCHOOLS

1-day seminar

Tuition: \$175 for government/non-profit employees

☐ To be announced BOSTON

\$275 for all others

BIDDING FOR BETTER RESULTS

1-day seminar

Tuition: \$175 for government/non-profit employees

☐ To be announced BOSTON

\$275 for all others

REAL PROPERTY TRANSACTIONS & 30B

1-day seminar

Tuition: \$150 for government/non-profit employees

☐ To be announced BOSTON

\$250 for all others

DRAFTING SPECS.-

1-day seminar

Tuition: \$150 for government/non-profit employees

FIRE, POLICE & DPW VEHICLES

\$250 for all others

☐ To be announced BOSTON

DRAFTING A MODEL IFB

☐ Self-paced

Tuition: \$60 ea. for govt./non-profit employees

Disk program requiring Microsoft Word 7.0 or higher

\$100 for all others

*Registration for each course must be accompanied by a check

POLICY OF NON-DISCRIMINATION:

The Office of the Inspector General does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, age, disability, sexual orientation, political affiliation, or Vietnam-era or disabled veteran status in its employment, admission policies, or in the administration or operation of, or access to its programs and policies. The Office of the Inspector General does not discriminate on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973. Inquiries pertaining to the Office's non-discrimination policy for MCPPO programs may be addressed to Joyce McEntee Emmett, Program Director, at 617-727-9140.



The Office of the Inspector General is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE sponsors. State Boards of Accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be addressed to the National Registry of CPE Sponsors, 150 Fourth Avenue North, Suite 700, Nashville, TN 37219-2417, www.nasba.org. Sponsor ID#103866.



The Massachusetts Office of the Inspector General is registered with the Department of Education to award professional development points (PDP).

PAYMENT: ☐ CHECK/M.O. ☐ PURCHASE ORDER # _____

☐ IE/IV

NAME: _____

PHONE: _____ FAX: _____ E-MAIL: _____

ORGANIZATION/JURISDICTION: _____ TITLE: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP CODE: _____

Do you need special accommodations? _____